Ohio Job Ready Sites Program

Program Guidelines and Application Procedures First Round Grant Awards

I. OVERVIEW

The Ohio Job Ready Sites (JRS) Program became effective on January 4, 2006. The JRS Program provides funding assistance to dramatically improve sites, making them marketable and "certified" for immediate development by large-scale end users. The primary purpose of the JRS Program is to fill gaps in Ohio's site offerings market. The JRS Program will create sites and facilities that currently do not exist, or are not in sufficient quantities, within Ohio and that are capable of accommodating state economy-shifting development projects. The program achieves this purpose by requiring sites and facilities, once improved under the JRS Program, to be "certified" as satisfying a number of pre-defined attributes.

The JRS Program provides grants to eligible applicants to undertake site improvement projects. All grant awards must be approved by the State Controlling Board and are administered by the Ohio Department of Development's (ODOD) Economic Development Division. As required in the JRS Program's enabling statutes, the State Controlling Board must award at least two-thirds of each year's grant allotments through competitive application rounds. All applications submitted under the competitive rounds are due first to the District Public Works Integrating Committees (DPWIC) in whose jurisdiction the proposed site improvement projects is located. The program is funded by \$150 million in bonds issued by the State during the seven-year period during State fiscal years 2006 through 2012.

All parties desiring to participate in the JRS Program are encouraged to review its enabling statutes, Ohio Revised Code (ORC) §§122.085 through 122.0820. Pursuant to ORC §122.086, the Director of ODOD has developed the following guidelines to further direct the administration of the program.

II. GRANT ASSISTANCE

A. Grant Amount

Grants under the JRS Program cannot exceed \$5 million per site improvement project. Awards are calculated on the basis of the site improvement project's estimated "allowable costs" as set forth in the application. Allowable costs are defined in ORC §122.085(A) to include the following:

- a. Acquisition of land and buildings;
- b. Building construction;
- c. Making improvements to land and buildings;
- d. Planning or determining the feasibility or practicability of the site improvement project;
- e. Obtaining surety bonds and costs of insurance premiums;
- f. Remediation of environmentally contaminated property; and

¹ The state fiscal year begins July 1 and ends June 30. Thus, all grant awards must be approved by June 30, 2012.

g. Infrastructure improvements (*e.g.*, construction or renovation of buildings, installation or relocation of water and sewer, construction of roads, bridges, and utility infrastructure, rail access improvements, and costs of professional services).

Grants cannot exceed 75 percent of the *total* costs incurred under the site improvement project, as calculated at the time of application for JRS Program assistance and upon completion of the site improvement project. The calculation of total costs under the site improvement project is as follows:

(JRS-funded allowable costs) + (Applicant-funded allowable and/or non-allowable costs²) = Total Costs

In the event a grant amount is determined to exceed 75 percent of a site improvement project's total costs, the Director of ODOD may reduce the awarded grant amount, prospectively limit future reimbursements under the JRS Program award, or seek recovery of grant moneys under the terms of the grant agreement.

Grant moneys will be distributed as reimbursement of allowable costs incurred under the site improvement project within the first three (3) years from the date the grant award was approved. Grantees will submit requests for reimbursement in a format as required by ODOD, and must include proof of payment of allowable costs incurred. All requests for reimbursement are subject to audit by ODOD and/or the Ohio Auditor of State. Not more than one (1) request for reimbursement should be submitted to ODOD every 60 days, and each request for reimbursement should be for an amount not less than \$20,000. If requested in the application for JRS Program assistance, and if ODOD determines it appropriate, the grantee may receive an advance in an amount not to exceed ten (10) percent of the awarded grant approved by the State Controlling Board.

B. Local Match

Each applicant must make a "local match" investment equal to at least 25 percent of the total costs to improve the site. The local match can be directed toward those costs incurred in the site improvement project that are allowable and/or non-allowable for reimbursement under the JRS Program. The local match can include financial or in-kind contributions made by the applicant directly, or by other entities with which the applicant has entered into agreement for purposes of the site improvement project — provided that the contributions by such other entities are made specifically for the purpose of satisfying the local match investment requirement, and are related and necessary to the site improvement project.

Eligible sources of local match investment are the following:

1. Financial contributions from applicant-sourced funds (*e.g.*, appropriated cash, tax increment financing district revenues, Tobacco Settlement funds), State-sourced loans, private equity and federally sourced funds (*e.g.*, Appalachian Regional Commission grants, all Community Development Block Grants).

² Non-allowable costs are those costs incurred in the site improvement project that are not contemplated by, or that are expressly prohibited under, the JRS Program's defined "allowable costs." Examples of non-allowable costs include costs of professional services in excess of 10 percent of the grant amount or off-site infrastructure improvement costs not related directly, or that are unnecessary, to the site improvement project.

2. In-kind contributions of services and assets that are necessary and related directly to the site improvement project (e.g., the appraised fair market value of land donated by a private landowner to the applicant, or the extension of public utility service to the site performed by a municipally owned utility).

The applicant should include in its application materials sufficient evidence that any funds comprising the local match investment will be appropriated, encumbered, or committed specifically to the site improvement project. The applicant must clearly demonstrate the appropriation, encumbrance, or commitment of such funds prior to seeking its first request for reimbursement under the grant agreement.

Funds cannot be used to reimburse an applicant for allowable costs incurred prior to the execution of a grant agreement with ODOD to receive JRS Program assistance.

The local match investment requirement may be satisfied, in whole or in part, by costs incurred in the site improvement project and covered by eligible sources of investment during the 24-month period immediately prior to the date of filing of an application with the applicable district public works integrating committee.

III. ELIGIBILITY REQUIREMENTS

A. Applicants

Entities that can apply for JRS Program assistance are certain political subdivisions, non-profit economic development organizations, and private, for-profit entities that obtain prior approval from the Director of ODOD to submit application materials.

For each JRS Program application submitted for consideration, there should be named one (1) applicant. If awarded assistance, the applicant will be the grantee named under the JRS Program, with all grant management activities occurring between ODOD and the applicant. The applicant should enter into and manage all agreements as required under the JRS Program (e.g., the JRS Program grant agreement, price agreements, deed restrictions) or as otherwise necessary to complete the site improvement project, including partnership agreements with other political subdivisions or private entities. The applicant, therefore, will be solely responsible for properly managing the site improvement project and will act as the manager for the award of grant funds from ODOD.

All applicants must have been incorporated and in continual existence during the 24-month period immediately prior to the date of filing of an application with the applicable DPWIC. And all applicants must have demonstrated experience successfully managing federal, State and/or other-sourced grants totaling at least \$500,000 during the five (5) year period prior to the date of filing of an application with the applicable DPWIC. An applicant may request a waiver of either or both of these requirements from the Director of ODOD.

B. Site Improvement Projects

All site improvement projects must meet the following criteria to be eligible for JRS Program assistance:

- 1. At the time of application, the proposed site improvement project must meet or exceed the applicable minimum property size thresholds set forth under the JRS Program's certification standards (*see* Attachment A-1).
- 2. Previous or current investment of State-sourced grants in the site improvement project should not preclude participation in the JRS Program. But in no case can ineligible sources of investment factor into an applicant's local match calculation.
- 3. No more than ten (10) percent of the site improvement project can be used, in the aggregate, for educational, retail, residential, or governmental purposes, unless the applicant obtains written approval from the Director of ODOD. In no case can JRS Program funds be used towards that portion of the site improvement project intended for such restricted end uses.
- 4. The applicant and all entities with which the applicant has entered into agreement for purposes of the site improvement project must comply with Ohio's prevailing wage rates for construction, renovation, and installation work performed. Prevailing wage rates are determined by the Ohio Department of Commerce, Wage and Hour Bureau (see http://198.234.41.198/w3/webwh.nsf?Opendatabase).
- 5. Infrastructure improvements made to properties or assets located "off-site" of the site improvement project may be included as allowable costs, and covered by JRS Program funds (e.g., an extension of necessary utility infrastructure to the site improvement project's boundary line from existing infrastructure located a distance away). But such off-site improvements may be included only to the extent they are related directly, and are necessary, to the site improvement project. If the off-site improvements also will benefit persons or properties not related directly to the site improvement project (e.g., an off-site water tower serves the site improvement project as well as the political subdivision's residents), the allowable costs of the off-site improvements should be reduced by that proportion which specifically and exclusively benefit persons or properties not related directly to the site improvement project. Applicants should calculate their allowable costs to include any off-site improvements at the time of application. Such calculations are subject to revision by ODOD, which reserves the right to adjust all calculations after determining the eligibility of such costs.
- 6. Approved applicants must enter into a grant agreement with ODOD to receive assistance under the JRS Program. The term of the agreement will be for a period not to exceed (10) years from the date the grant award was approved by the State Controlling Board. During the term of the agreement, the site must be "certified" within the first three (3) years from the date the grant award was approved. Thereafter, the site must be maintained in its certified condition and the applicant must submit annual reports to ODOD for a period not to exceed the first seven (7) years following the date on which the site becomes certified, or until an appropriate end user develops the property, whichever occurs first. An applicant may obtain from the Director of ODOD, as appropriate, a waiver releasing it from the seven-year maintenance and reporting obligations.

C. Site Certification

No more than three (3) years from the date the grant award was approved by the State Controlling Board, the land and buildings comprising the site improvement project must be "certified." Certification of the site improvement project will be performed by a third-party site selection and/or engineering consulting firm hired specifically by ODOD, which will verify that each site attribute

required for a particular end use exists at the site improvement project. Attachment A-1 denotes the end uses for which a site improvement project will be certified, and the applicable site attributes required thereof. The applicant must ensure that all applicable site attributes are present or in existence at the site, in the thresholds indicated, in the time specified herein. To obtain certification of the site, an application for certification must be submitted in a format as required by ODOD. The costs to certify the site improvement project will be covered by ODOD.

The site improvement project should have appropriate end use controls in place (*i.e.*, zoning, recorded deed restrictions, or restrictive covenants) limiting future use to that consistent with certification. The duration of the end use controls should be for a period not less than ten (10) years from the date the grant award was approved by the State Controlling Board. In addition, price agreements should be entered into between the applicant and respective landowners, as appropriate, setting forth maximum asking prices for the certified land and/or buildings. Such price agreements should be for a term not less than the first seven (7) years following the date on which the site becomes certified, and contain provisions setting forth any agreed upon prices to be asked for the certified property, including any pre-determined price increases during the term. For purposes of the combined competitive application rounds in calendar year 2006 only, an applicant should demonstrate clearly the appropriate end use controls and price agreements are in place prior to seeking its first request for reimbursement under the grant agreement. In subsequent competitive application rounds, all evidence of appropriate end use controls and price agreements should be in place prior to submitting an application.

Land and/or buildings comprising the site improvement project, upon being certified, must be maintained in such certified condition and marketed appropriately for a period not to exceed the first seven (7) years following the date on which the site becomes certified, or until an appropriate end user develops the property, whichever occurs first, or unless the applicant obtains a waiver from the Director of ODOD.

In the event an applicant fails to obtain certification within the three (3) years from the date the grant award was approved by the State Controlling Board, ODOD shall be entitled to and may seek recovery of up to all funds distributed under the grant agreement.

D. Eminent Domain Actions Prohibited

Senate Bill 167, as enacted in the current General Assembly, requires a political subdivision applicant to certify that it did not use eminent domain actions to acquire, without the owner's consent, *un*blighted areas³, if the primary purpose for such takings is economic development and results in a private person obtaining ownership of that area. This prohibition currently is in effect through December 31, 2006.

IV. APPLICATION PROCESS

To best evaluate applications for JRS Program assistance, both the District Public Works Integrating Committees (DPWICs) and ODOD may request from applicants, as necessary, any additional information and/or make use of resources beyond the materials submitted in each

³ A "blighted area" is defined in part under State law as being an area marked by the presence of a substantial number of deteriorated or deteriorating structures or fire hazards, or as representing a menace to the public health, safety, morals, or welfare in its present condition and use (*see* ORC §303.26(E)).

application. Requests for additional information from applicants will be made with a due date by which applicants must submit responses. Failure by an applicant to submit its response by the due date may result in the applicant being disqualified from participating in the program.

A. Competitive Application Process

The competitive application process is set forth in ORC §§122.087 through 122.0811 and 122.0814. All applications for JRS Program assistance submitted through the competitive application process will be processed according to the following:

- 1. One (1) application should be filed for each site improvement project, and that application should indicate one (1) applicant that, upon award of grant assistance, will be responsible for all grant management responsibilities under the site improvement project, including cash flow, disbursements, and contract management.
- 2. There is no limit to the number of site improvement projects that may be proposed by any one applicant.
- 3. Requested grant amounts cannot exceed \$5 million or 75 percent of the total costs incurred under the site improvement project. ODOD reserves the right to reduce requested grant amounts for non-allowable costs, or for cost redundancies or other cost inefficiencies evident in the application materials.
- 4. The applicant must demonstrate sufficiently that the site improvement project is economically sound and financially viable.
- 5. All applications are due first to the DPWIC in whose jurisdiction is located the site improvement projects (*see* Attachment A-2). If a site improvement project is located in more than one (1) DPWIC, then an application should be filed in that DPWIC in whose jurisdiction is located the greatest proportion of the site improvement project.
- 6. Each respective DPWIC will review and evaluate all submitted applications. Each DPWIC should notify an applicant in writing if the application is incomplete or does not meet the requirements for participation in the JRS Program, with a due date by which applicants may resubmit any corrected materials. The applicant may correct any deficiencies and re-submit its application materials to the respective DPWIC by the due date. Failure by an applicant to resubmit its corrected materials by the due date may result in the applicant being disqualified from participating in the program.
- 7. Each DPWIC may forward to ODOD up to six (6) of the most qualified applications for JRS Program assistance (three (3) applications per competitive application funding round, with calendar year 2006 featuring one (1) "combined" funding round).
- 8. Upon receipt of applications from any DPWIC, ODOD will conduct an internal review of each application. ODOD will notify an applicant in writing as to whether the application is complete or incomplete and whether the application meets or does not meet the requirements for participation in the JRS Program. If the applicant is notified that its application is incomplete and/or does not meet the requirements for participation in the JRS Program, the applicant may correct any deficiencies and re-submit its application materials within five (5) business days of ODOD providing such notice. Failure by an applicant to re-submit its corrected materials within that time may result in the applicant being disqualified from participating in the program.
- 9. Each applicant whose application is deemed by ODOD to be complete and meeting the requirements for participation in the JRS Program may appear at a meeting open to members of the general public to present to ODOD the elements of its respective site improvement plan. Applicants' presentations will be according to a format as required by ODOD. Information

- collected by ODOD during such presentations may be considered when determining the most qualified applications.
- 10. The Director of ODOD will select the most qualified site improvement projects and recommend those projects to the State Controlling Board for approval to receive grant assistance.
- 11. An applicant must not have significant outstanding issues or liabilities with ODOD, the Ohio Department of Taxation (ODT), or the Ohio Environmental Protection Agency (OEPA). In addition, an applicant is responsible for ensuring there are no outstanding ODT or OEPA issues with the properties comprising the site improvement project. Upon receipt of application for JRS Program assistance, ODOD will initiate reviews internally and with ODT and OEPA as to an applicant's compliance. Any determinations of noncompliance may result in an applicant being disqualified from participating in the program.

The application scoring methodologies will be the same, in both form and substance, at the DPWIC and ODOD-levels of review. Included within the scoring methodologies, as required under ORC §122.0816, are the following factors: potential economic impact and impact on economic distress, amount of other funding available, demonstrated need for the project, the applicant's financial need, and strength of the applicant's marketing plan.

The decision of the Director of ODOD in selecting the most qualified site improvement projects is final and not appealable, and subject only to the approval of grant assistance by the State Controlling Board.

B. Discretionary Process

The discretionary process is authorized under ORC §§122.0812 through 122.0814. From time to time, outside the competitive application rounds and conditioned on the submission of a qualified application, the Director of ODOD may recommend a site improvement project to the State Controlling Board for approval of grant assistance.

V. GRANT AGREEMENT

After the State Controlling Board approves a site improvement project for JRS Program assistance, ODOD will send the applicant a grant agreement. Within 60 days, the applicant must sign and return five (5) original copies of the grant agreement. Once received, the Director of ODOD, or his or her designee, will sign the agreement and return one (1) original to the applicant. Failure to return the agreement signed within the 60 days may result in the applicant being disqualified from participating in the program.

VI. ANNUAL REPORTING REQUIREMENTS

The grantee must file with ODOD an annual progress report during that portion of the term of the agreement within which the site must be certified, not to exceed the first three (3) years from the date the grant award was approved, detailing the progress of the site improvement project. This report must be received by ODOD no later than March 1 of each applicable year.

Thereafter, for a period not to exceed the first seven (7) years following the date on which the site becomes certified, or until an appropriate end user develops the property, whichever occurs first, or unless the grantee obtains a waiver from the Director of ODOD, the grantee must appropriately

market and sufficiently maintain the property in its "certified" condition. During this post-certification period, the grantee must file with ODOD an annual report confirming the property's maintained certified condition and the marketing efforts undertaken by the grantee. In addition, the grantee must supply any additional information as may be requested periodically by ODOD.

The grantee's chief elected official or chief executive officer must certify each report. ODOD may terminate the agreement and/or require a refund of any JRS Program grant moneys distributed if the grantee fails to submit an annual report and/or maintain the property in its certified condition. Costs incurred by the grantee in complying with the reporting requirements, in marketing the site and maintaining the site's certified condition are not allowable costs under the JRS Program.

An annual report of JRS Program activity will be issued by ODOD to interested stakeholders on or before December 31 of each full year following awards of JRS Program assistance by the State Controlling Board. The report will detail each site improvement project having received a grant award in the immediately preceding competitive application and discretionary processes, the status of site improvement projects having received grant awards in previous processes and the distribution to-date of grant awards around the state.

VII. PENALTIES FOR NONCOMPLIANCE

In the event a site is not certified within the first three (3) years from the date the grant award was approved, or for any other failure to meet the terms of the grant agreement, the grantee may be required to refund to ODOD all or part of the JRS Program grant moneys distributed.

VIII. DEFINITIONS

- 1. "Eligible Applicant," as set forth under ORC §122.085(C), includes any political subdivision or non-profit economic development organization, as those terms are modified under this section, and private, for-profit entities that obtain prior approval from the Director of ODOD to submit application materials.
- 2. "Non-profit economic development organization" is a non-profit corporation, which for purposes of the JRS Program is defined under ORC §1702.01(C), whose activities involve primarily performing economic development functions in Ohio at the local, county, or regional levels and include: community improvement corporations (CICs), community development corporations (CDCs), and chambers of commerce or business councils registered, certified, and/or properly recognized in Ohio.
- 3. "Political subdivision" is defined, for purposes of the JRS Program, as under ORC §2744.01(F), except for those that assess payments or taxes to fund primary and secondary education.
- 4. "Site improvement plan" refers to the description set forth in the application and the grant agreement's scope of work detailing the proposed improvements to be performed in the course of the site improvement project.
- 5. "Site improvement project" refers collectively to the land and/or buildings, and the improvements thereof, for which funds are sought and/or awarded under the JRS Program. The

improvement activities to occur at a site improvement project are to be set forth completely under the site improvement plan. Site improvement project activities are subject to the terms of the JRS Program grant agreement executed between the applicant and ODOD.

IX. ODOD CONTACT INFORMATION

For information on JRS Program, interested parties should contact ODOD at (614) 466-4551 or visit the program website, at www.odod.state.oh.us/edd/obd/jrs.

X. CHANGES TO THESE GUIDELINES

The Director of ODOD, in administering the JRS Program, reserves the right to amend these guidelines as necessary and without prior notice.

Attachment A-1: JRS Program Certification Standards

			U	tility Minim	ums (available d	capacities,	line sizes) (1)	Tra	nsportation Access		Zoning
Market Gap-Filling Site Category	Min. Property Size	Sub-division Rules	Water	Sewer	Electric	Gas	Telecom	Highway	Rail	Air	Usage Allowed
Manufacturing (Heavy, Light, or Clean)	200 Net Contiguous Developable Acres (2)	Subdivision allowed but must maintain 200-acre minimum for a single user or project	0.50 MGD	0.30 MGD	6MW and adequate delivery voltage and reliable service characteristics (3)	300,000 CFH	Reliable service via modern infrastructure. Looped fiber preferred		track or higher. Rail provider meets	Commercial airport within 90-minute drive	Manufacturing of any type, including heavy and light, as well as assembly
Existing Industrial Building	1 million sq. ft.		0.50 MGD	0.30 MGD	Adequate delivery voltage and reliable service characteristics (3)	300,000 CFH	Reliable service via modern infrastructure. Looped fiber preferred	1	track or higher. Rail	Commercial airport within 90-minute drive	Manufacturing of any type, including heavy and light, as well as assembly
Mega Manufacturing Operation	1,000 Net Contiguous Developable Acres (2)	Subdivision allowed but must maintain 1,000 acre minimum	1.0 MGD	0.75 MGD	12MW and adequate delivery voltage and reliable service characteristics (3)	600,000 CFH	Reliable service via modern infrastructure. Looped fiber preferred	Interstate or limited access 4-lane highway adjacent (5) with interchange available or designed and funded, backup route available	Served by Class 2 track or higher. Rail provider meets service requirements (4)	Commercial airport within 90-minute drive	Manufacturing of any type, including heavy and light, as well as assembly

Attachment A-1: JRS Program Certification Standards - continued

Market Gap Filling	Min. Property	Sub-division			nums (available d		line sizes) (1)		nsportation Access		Zoning
Project Site Category	Size	Rules	Water	Sewer	Electric	Gas	Telecom	Highway	Rail	Air	Usage Allowed
Smart Office	Sufficient interrelated property to accommodate 150,000 sq. ft. office space, including necessary parking, coverage ratios, roadways, and other requirements consistent with local zoning and other ordinances.		0.25 MGD	0.25 MGD	Adequate delivery voltage and reliable service characteristics (3)	Gas available	Reliable service via modern infrastructure. Looped fiber preferred	Convenient access to major roadways (within 1 mile) and multiple routes available		Airport with frequent one-flight service to a major international airport within 60-minute drive	All types of office operations, incl. related support functions, that are not mfg, assembly or distribution. Require building have LEED-NC Certification – Certified Level or higher (6) and at least 5 of the following technical features: interior wireless service, interior fiber, spider web fiber optic service, direct digital wiring controls, modular wiring, accessible wiring and cabling conduits, or under-floor cooling systems.
Technical Center/ Research Laboratories	Sufficient interrelated property to accommodate 150,000 sq. ft. office and/or lab space, including necessary parking, coverage ratios, roadways and other requirements consistent with local zoning and other ordinances.		0.50 MGD	0.30 MGD	Adequate delivery voltage and dual feed from separate subs	Gas available	Reliable service via modern infrastructure. Looped fiber preferred	Convenient access to major roadways (within 1 mile) and multiple routes		Airport with frequent one- flight service to a major international airport within 60-minute drive	Research and development activities involving scientists, researchers, and technicians working to discover information that is technological in nature, and which will be useful in developing new or improved products, processes, techniques, formulas, or inventions. Activities may include either or both direct (7) and pure research (8).

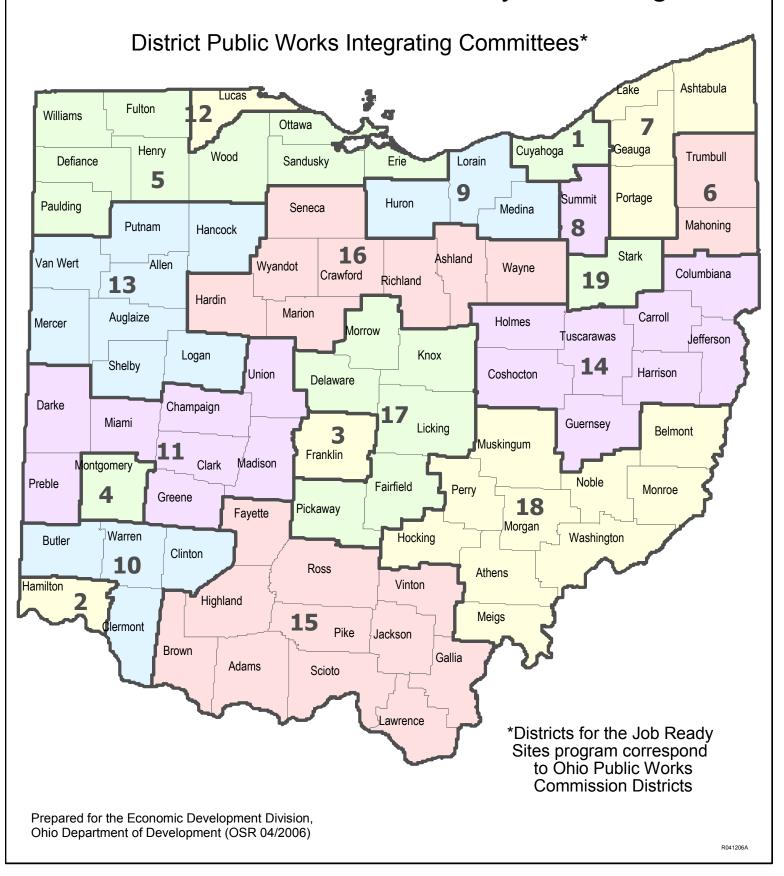
Attachment A-1: JRS Program Certification Standards - continued

Notes:

MGD = million gallons per day

- (1) Must demonstrate available system capacity and delivery capability at site including size of pipes/lines, etc.
- (2) Net Contiguous Developable Acres consist of all developable contiguous land on the site.
- (3) Adequate delivery voltage means there is reserve capacity in the distribution network to support the designated demand requirement. Reliable service characteristics include: substation(s) are in close proximity to the property and the distribution infrastructure is in good condition and safely located.
- (4) References to track class are as under 49 C.F.R. 213.9 and 213.307. Rail service requirements include: daily and time-of-day switching provided, car storage and staging area for cars, track and switch(es) in place. For Mega Sites, if required rail is not in place, must demonstrate that funds are committed for construction, engineering, and other costs; all necessary railroad track installation engineering, design, and cost estimates are completed, and a timeline for completion has been prepared. Written railroad company approval of these plans, costs, and scheduling must be provided. All necessary rights of way must be acquired or optioned. All necessary approvals and permits received. Timeline for completion of all installation must be within 180 days of site sale to end user needing rail service.
- (5) Highway right-of-way must abut a portion of the site's boundary or be roughly within one-half mile of the site via a limited access road with uninterrupted traffic flow.
- (6) Information on LEED-NC Certification can be found at http://www.usgbc.org.
- (7) A direct research and development activity refers to research conducted to design, create, or formulate new or better products, equipment, or processes.
- (8) A pure research and development activity refers to scientific or technological analysis, inquiry, and experimentation in the physical sciences.

Attachment A-2: Ohio Job Ready Sites Program



District Public Works Integrating Committee Contact Information

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